

Foster Care Case Coordinator

Behavioral Health Specialists

Norfolk, NE 68701

Job details

Salary - From \$37,000 a year

Job Type - Full-time

Number of hires for this role - 1



The Turn-Key to Hope, Healing and Recovery.

Full Job Description

Job Title: Foster Care Case Coordinator

Department: Youth and Family Services

Reports To: Director of Youth and Family Services

FLSA Status: Exempt

Summary: The Foster Care Case Coordinator is responsible for developing care plans, providing support and consultation to foster parents, and to families of youth in care and to other treatment team members; and for advocating for, coordinating and linking youth/families with needed services which are available within the Foster Care agency or in the greater community.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Treatment Team:

- Takes leadership of the treatment team and provides information as needed to treatment team members designated in the comprehensive treatment plan.
- Participates in supervisory & treatment meetings to discuss treatment strategies & client progress.

Service Planning:

- Develops and implements care plans based on evaluations and formulations derived from data and/or information collected through standardized techniques and instruments, in-depth interviews with families, and other agencies such as the Nebraska

Department of Health and Human Services, the court system, school systems, and previous providers.

- Ensures care plans include intervention strategies, duration of treatment and treatment goals.
- Secures psychological or psychiatric consultations when necessary to assist in the treatment of youth/families.
- Ensures that Ansell Casey Life Skills Assessment are completed, distributes monthly homework assignments to build independent living skills and creates independent living goals in care plan.
- Coordinates the overall operation of each case.

Parent Training Advocacy and Recruitment:

- Assists with educational sessions for groups according to special needs and interests which generally will center on parenting skills, implementing treatment strategies, behavioral modification, understanding the youth's past, working with biological families, adoption.
- Assists with the recruitment of foster parents, and for assuring that the Foster Care Program and the Respite Program have an ample number of foster parents to serve those children referred effectively and to maintain financially stable programs.
- Makes presentations to various community groups to heighten community awareness about the programs. Public representation of the programs must be done with enthusiasm and excitement and in a professional manner.

Child Advocacy:

- Serves as a child advocate, seeing that the child's rights are protected and preserved during the placement in therapeutic foster care.
- Apprises the youth and other treatment team members of other educational, social, and religious, health and legal resources available within the community.

Support/Consultation to Foster Parents and Adoptive Parents:

- Provides regular support and technical assistance to foster parents and adoptive parents in their implementation of the service plan and with regard to the responsibilities they undertake.
- Includes fundamental components of such technical assistance in the design or revision of in-home treatment strategies, including proactive goal setting and planning, and the provision of ongoing child-specific skills training and problem solving in the home during visits.
- Provides other types of support and supervision, such as emotional support and relationship building, the sharing of information and general training to enhance professional development, assessment of the youth's progress, observation/assessment of family interactions, and assessment of safety issues.
- Coordinating respite care services as needed.

Recordkeeping:

- Develops and maintains a clinical record for each client, indicating the presenting problem, evaluation, formulation and recommendations for intervention, projected duration of treatment and progress during treatment, as well as a discharge summary.
- Timely completion of documents and ensures documentation meets established rules and regulations in accordance with accreditation and agency regulations.
Scans/uploads documents into EHR (Electronic Health Records)

Crisis On-Call/Other:

- Shares the responsibility of 24-hour, on-call coverage to teaching parents, children and their families.
- Must comply with Agency policies and procedures, including those regarding conduct, confidentiality, and record keeping.
- Must meet productivity requirements set forth by the agency, Joint Commission and the contract specifications.
- Required to be able to drive, sit long periods in a car and get in and out of a car numerous times a day.
- Other duties as assigned: May be required to fulfill job duties within the YFS program according to program needs.

Referrals:

- Coordinate new referrals and assist in the referral process by answering questions, compiling information from referents, and tracking referrals through the placement process.
- Give recommendations on placement based on YFS foster parent matching procedures.
- Responds to referrals in a timely manner according to current contract parameters.

Education and/or Experience

Bachelor's degree in psychology, special education, social work or a related discipline from four-year college or university.

Certificates, Licenses, Registrations Must be a Nebraska licensed driver with an insurable driving/safety record.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of human development and family dynamics
- Knowledge of the tenets, interventions and evaluation formats of Youth and Family Services
- Knowledge of parenting skills and family therapeutic interventions.
- Good communication skills and the ability to establish rapport for conducting in-depth interviews with client families and for establishing effective relationships with various community agencies.
- Good writing skills to present case materials in a straightforward and concise manner such that communication among treatment team members is optimal.
- Ability to pass and maintain extensive background check required by the agency.
- Must be at least 21 years of age.
- Must successfully complete a defensive driving course.
- Must be willing to work evenings and weekends as the caseload requirements demand.
- Willing to obtain a flu shot annually (except for those allergic to the vaccine or who have a religious exception) or must wear a mask when agency deems appropriate due to times of high illness.
- If in substance abuse recovery, a minimum of two years continuous sobriety/"clean time" is required and maintained throughout employment.

Benefits:

- 401(k) • 401(k) matching • Dental insurance • Employee assistance program
- Flexible schedule • Flexible spending account • Health insurance
- Health savings account • Life insurance • Paid time off • Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

Education: Bachelor's (Preferred)

- License/Certification:
- Driver's License (Required)

Work Location: One location